



Subject: UPDATE: Electronic Official Personnel Folder

The eOPF (Electronic Official Personnel Folder) system will be available to all Langley Civil Servants on March 6, 2008!

eOPF Training in SATERN

To make sure you have the best possible experience with **eOPF**, we *strongly recommend* that you take the eOPF training available in SATERN (System for Administration, Training, and Educational Resources at NASA) prior to logging in. The training only takes a few minutes and will help you understand what the eOPF system can do and how to navigate your electronic personnel folder. Successful implementation at the Center means each civil servant will be able to effectively log in and view his or her electronic folder. Taking the training will help make this possible.

If you have not already taken the training, please access <https://satern.nasa.gov> and you will be directed to SATERN. Once in SATERN, search the catalog for 'eOPF.' When the training is displayed ('ELECTRONIC PERSONNEL FOLDER'), select "Launch content" to begin the training.

Where to Get Help

If you have questions after taking the training, an eOPF Help Desk is available to assist you. However, we ask that you PLEASE TAKE THE TRAINING BEFORE CALLING THE HELP DESK. The eOPF Help Desk will ask if you have taken the training prior to answering any questions.

The **eOPF** Help Desk can be contacted using the following methods:

By phone: 1-877-NSSC123 (1-877-677-2123)

By email: nssc-contactcenter@nasa.gov

As updates about eOPF become available, the Langley Office of Human Capital Management (OHCM) will keep you informed. In the meantime, if you have any questions, comments or concerns, please contact the eOPF Help Desk, or your organization's HR Specialist.

If you missed the eOPF informational sessions conducted by OHCM you can find briefing charts as well as a list of Frequently Asked Questions (FAQs) posted on Langley's eOPF web page at <http://ohcm.larc.nasa.gov/eOPF/index.html>.

Thanks for your attention. Welcome aboard and fasten your seatbelt! Our journey to the eOPF system has begun.

Lisa Etheridge
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